

# Updating the Supplier Registration Record

<http://purchasing.houstontx.gov>

Vendors Assistance Desk

PH: 832-393-8800 Fax: 832-393-8761

SPD Home - Windows Internet Explorer

http://purchasing.houstontx.gov/

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To **Update** your Vendor Record  
Please visit the web site @:  
<http://purchasing.houstontx.gov>

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purchasing.houstontx.gov >

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### Strategic Purchasing Division (SPD)

City of Houston




Administration & Regulatory Affairs

The **Strategic Purchasing Division (SPD)** is the primary organization within the City of Houston authorized to issue invitations to bid and request for proposal (RFP), process and release purchase orders and administer term contracts through our 40+ staff members and an operating budget of \$4.0+ million annually. The City Purchasing Agent can delegate authority to department staff to release purchase orders against contracts and to issue non-contract purchases under \$50,000.

**Our mission** is to manage, facilitate and provide the highest quality, value-added procurement services that exceed the needs and expectations of our customers.


learn how to do business with us

### Formal Bids & RFP's



The Strategic Purchasing Division makes available online and at no charge to the public a complete listing of all formal bid documents and proposals. We update the Online Bids & RFPs page daily. However, you will not be able to download any bid/RFP documents until you register. If you are a new supplier and wish to register for a web site account to view and download Bid/RFP documents and to place online bids, please create and submit this Online Web Account Registration Form. Make sure your cookies on your system are enabled and the privacy settings on your browser is set to low. Refer to our **Frequently Asked Questions (FAQs)** for specific instructions on how to register and download Bids & RFPs.

### About the City Purchasing Agent



**Calvin D. Wells** was appointed by Mayor Lee P. Brown in 1998 to oversee the Strategic Purchasing Division of the City of Houston's Administration and Regulatory Affairs Department. Prior to serving as the City Purchasing Agent, Calvin retired from Texaco, Inc. with over 20 years of corporate purchasing experience as manager of foreign procurement ...

more about Calvin Wells  
meet my team

### Contact Strategic Purchasing

City Hall Building Concourse Level  
901 Bagby St.  
Houston, TX 77002  
832.393.8800  
**E-Mail Us**

### Bids & RFPs

- Online Bids & RFPs

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To find more information about a specific bid document or RFP, you need to attend the [Pre-Bid or Pre-Proposal Conference](#) and ask questions about specifications and general terms and conditions. This conference also allows for your guidance to find out who is interested in bidding or proposing on a particular contract, or you can contact the assigned buyer. Refer to our [Employee Directory](#) for a complete listing of phone numbers and email addresses.

search our Bids & RFPs

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**Supplier Registration Information**

All suppliers and contractors interested in submitting online bids for products and services procured by the City, MUST FIRST register with us for a Web Account. However, before you register, you must [Search for Your Vendor Registration Record](#) to validate whether or not your company exists in our records. Each supplier needs a unique email address and a unique password for each web account created per company. The system does not allow creating multiple accounts for the same email address and password. If you are a new supplier and wish to register for a web site account to view and download Bid/RFP documents and to place online bids, please create and submit this [Online Web Account Registration Form](#). Make sure your cookies on your system are enabled and the privacy settings on your browser is set to low.

Once you establish your own web account, you may then proceed to complete and submit a [Supplier Registration Form](#) in order to establish a vendor number. If you need any assistance, please view the [Supplier Registration PowerPoint](#), or contact the Supplier's Assistance Desk at 832.393.8800. You must fax the [IRS W-9 Form](#) or [IRS W-8](#) for companies outside of the United States to 832.393.8761. The information on the IRS W-9 form must match the information listed on the [Supplier Registration Form](#) as required by the Internal Revenue Service. Refer to our [Frequently Asked Questions \(FAQs\)](#) for specific instructions on how to register and download Bids & RFPs. MWDBE vendors contact the City's Affirmative Action Division at 713-837-9000.

register to become a supplier

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**City of Houston Purchasing Catalog**

The Strategic Purchasing Division Online Purchasing Catalog contains various categories of commodities, which have been competitively bid and awarded by the City of Houston.

access our catalog

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- [Solicitation Forms & Attachments](#)
- [Glossary of Terms](#)
- [Restricted Access to City Employees Only](#)

### Vendor Access

- [Registered Vendors Logon](#)
- [Unregistered Vendors Start Here](#)
- [Before I Register, Do I Exist in Your System?](#)
- [Learn How to Register & Update Your Profile](#)
- [Dual Searches for NIGP Commodity Codes & Vendors](#)

### Need Help

- [SPD Employee Directory](#)
- [Departmental Purchasing Unit Directory](#)
- [SPD Purchasing Groups by Procurement Type](#)
- [Site Map](#)
- [Site Search](#)

• [How May We Assist You](#) • [How We Are Doing](#) •

### Procurement Links

- [Active Contract Roster \(ACR\)](#)
- [MWDBE Directory Listing](#)
- [NIGP Commodity Codes](#)
- [SAP Master Data](#)
- [MWDBE Directory Listing](#)
- [City Secretary Including Council Agenda and Meetings](#)
- [Delinquent Taxpayers](#)
- [Vendors Excluded from Federal Procurement](#)
- [OSHA Safety List](#)
- [A.M. Best Insurance Directory](#)
- [Cooperative Procurement](#)

• [Meet the Buyer Forum](#) •

### Terms and Conditions

- [Purchase Order & Change Order](#)
- [Request for Quotation](#)
- [Outline Agreement](#)
- [Construction General Conditions](#)
- [Wage Scale for Building Construction](#)
- [Wage Scale for Engineering Construction](#)

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Vendor Access  
Select  
Registered  
Vendors Logon



City of Houston -- Strategic Purchasing Division -- Login - Windows Internet Explorer

http://purchasing.houston.tx.gov/Vendor\_Logon.aspx

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City of Houston -- Strategic Purchasing Division ...

# City of Houston

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Strategic Purchasing Division (SPD) Home > Vendor Logon

### Purchasing Links

- Purchasing Catalog
- > Material & Vendor Search
- > MWDDBE Directory Listing
- > NIGP Living Code
- > Site Search
- > Site Map

### Vendor Services

- VENDOR HELP**  
For help with registration, online bidding, and more.
- VENDOR LOGIN**  
Place online bids! Update your profile or password.

**NEW!** Our site has changed! We are now accepting **Online Bids** on select Bids and RFPs. To support this, we are requiring suppliers to create a web site account with username and password of your choice. **This registration allows you to view bid documents and place bids online. It is not related to the Supplier Registration Form that you previously submitted to become a City vendor.**

Click here for details!

To view Open Bids, you must first register to obtain a user account. Never obtained a password in the past? No problem, registration is fast and easy!

Register now, choose a password and then proceed to login. [CLICK HERE.](#)

If you already have registered, then login with your Email Address and Password to proceed.

**EMAIL ADDRESS:**

**PASSWORD:**

☐ Remember user name next time?

**Registered Vendors Only**

Before I Register, Do I Exist in Your System?

[NEW USER, Register Now to Bid](#)

[Forgot Password? CLICK HERE](#)

Some benefits of registration include:

- Email alerts for updates to Open Bids
- Submit your bids online
- View Bid results immediately

Supplier must have a Web Account log in email/password to log in. If you get an error message, please don't create a new web account. Contact the Vendors Assistance Office at 832-393-8800

Helpful tool to search for existing profile

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Vendor Home - Windows Internet Explorer

http://purchasing.houston.tx.gov/vendor/Vendor\_Home.aspx

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Vendor Home

# City of Houston

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Strategic Purchasing Division (SPD) Home > Vendor Home

## Vendor Services

- VENDOR HOME**  
View/Manage online bids
- BID SEARCH**  
Search for Bids & RFPs
- Web Account Profile**  
Update Your Web Account Profile and Password
- Supplier Registration Info**  
Update Your Supplier / Company Profile
- LOGOUT**

Welcome Martha Ramirez

To **SEARCH** all bids, click on [RFP Search Engine](#).

You may edit your plan until the close date by clicking on the Bid Number. To view the document for a bid, click on the Description.

Your Current Past Bids

Item #	Bid Number (Edit Bid)	Description (View Docs)	Post Date	Due Date	Status

A status of **Submitted to City** applies to bids you have completed and submitted to the City. A status of **Not Submitted** applies to bids you have created but not submitted to the City. We urge you to either Submit or Withdraw your bid prior to the Due Date of the bid.

You have not made any bids yet.

**Please remember that it is still a City policy that for Formal Bids, a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary. Formal Bids have a value of over \$25,000 and have a bid number that does not start with "I".** [More details...](#)

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To update the Vendor Profile  
please **select**:  
Web Account Profile and  
Supplier Registration Info  
Both areas required to update

Account Information - Windows Internet Explorer

http://purchasing.houstontx.gov/vendor/Vendor\_AccountInfo.aspx

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Account Information

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Strategic Purchasing Division (SPD) Home > Account Information

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Update Your Supplier / Company Profile
- LOGOUT**

**Account Information**

**Company** SHOE FASHION TEST

**DBA**

**Email** martha.ramirez@houstontx

**First Name** Martha

**Last Name** Ramirez

**Address** 2000 GARROW ST

**City** HOUSTON

**State** TX

**Zip** 77003

**Phone** 713-222-2323

**Fax** 713-222-2323

[Change Password](#)

[Update COMPANY Information & NIGP Commodity Codes](#)

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Web Account Information page Complete update and **Select Save**



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Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

**Vendor Profile Information**

**Vendor Services**

- VENDOR HOME**  
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Update Your Supplier / Company Profile
- LOGOUT**

**VENDOR INFORMATION UPDATE FORM**

This form allows you to update your Company's information with the City of Houston. Your COH vendor number is for your reference and cannot be edited.

**Vendor Sale Profile**

Business Name: SHOE FASHION TEST  
DBA:  
Vendor ID: Not Assigned Yet  
Reg. Date: 2/23/2011 10:18:46 AM  
Contact Name: MARTHA RAMIREZ  
Address: 2000 GARROW ST  
HOUSTON TX 77003  
Phone: 713-222-2323  
Fax: 713-222-2323  
Email: martha.ramirez@houstontx.gov  
Business Type: Individual  
Tax ID: SSN - EIN - 11-0000000  
1099 Reportable: No  
Product and Service Commodity Code(s):  
96258

Edit

**Vendor Payment/Remittance Address**

Supplier Registration page  
**Select Edit**  
Vendor Sale Profile  
Or  
Remittance Profile

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Vendor Information Update - Windows Internet Explorer

http://purchasing.houstontx.gov/vendor/Vendor\_VendorInfo.aspx

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Vendor Information Update

Strategic Purchasing Division (SPD) Home > Supplier Registration > Vendor Profile Information

### Vendor Profile Information

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**Edit Vendor Sale Profile**

\* Indicates information required.

**Business Name Type**

Vendor ID: **Not Assigned Yet**

Company Name:

DBA:

Business Type:

**Business Address (Where to send purchase orders)**

Address: \*   
(PO Box Not Allowed )

City: \*

State: \*

Zip Code: \*  (e.g. 00000 or 00000-0000)

**Contact Information**

Contact Name:

Telephone:  (e.g. 000-000-0000)

Fax:  (e.g. 000-000-0000)

Email:  (e.g. john@something.com)

**Tax Information**

For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

SSN:

EIN:

Is your **company** or **service 1099** reportable?

☐ Yes

☒ No

Update Vendor profile data, or to add additional NIPG codes. System doesn't allow to change EIN #/SSN, submit a new W8/W9 form or contact the Vendor's Assistance Office at 832- 393-8800

Done

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Vendor Information Update

**Tax Information**  
For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).  
SSN:   
EIN:   
Is your **company** or **service 1099** reportable?  
☐ Yes  
☒ No

**Commodity Code Information**  
*Please read and follow instructions*  
Click this link to [SEARCH THE NIGP COMMODITY CODE LIST](#) and select all the codes for your products and/or services.  
If you know the codes, you may manually enter them in the Enter Code(s) area below then click on "Add To List" button.

Enter Code:   Validated List:\*

Once the Update Vendor Profile is completed  
**Select SAVE**

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Vendor Information Update

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Email: martha.ramirez@houstontx.gov  
Business Type: Individual  
Tax ID: SSN - EIN - 11-0000000  
1099 Reportable: No  
Product and Service Commodity Code(s):  
96258

Edit

**Vendor Payment/Remittance Address**

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This is the screen to review if the change took successfully. If an error message is received, please select the back arrow and re-edit the supplier application and click **Select SAVE**